

CITY HALL
517-676-9155

CITY OF MASON, MICHIGAN
P.O. BOX 370
201 W. Ash St., 48854

POLICE
517-676-2458

Called: _____

Date Requested: _____

Name: _____

**COMMUNITY ROOM
RENTAL AGREEMENT**

This Agreement, made this ____ day of _____, _____, between the CITY OF MASON, a Michigan municipal corporation, herein referred to as "CITY", and _____ whose address is _____, Michigan, herein referred to as "RENTER".

The parties agree as follows:

1. CITY agrees to provide RENTER the Community Room at Mason City hall for the following hours: from ____ a.m./p.m. to ____ a.m./p.m. on the _____ day of _____, _____.

2. a. A RENTER who lives inside the City limits agrees to pay the sum of \$100.00 in rent.
- b. A RENTER who lives outside the City limits agrees to pay the sum of \$200.00 in rent.
- c. RENTER further agrees to pay a deposit of \$50.00 which will be refunded upon satisfaction of items 6, 7, and 9 of this rental agreement.

3. It shall be RENTER's responsibility to pick up the key for the Community Room during normal business hours (Monday - Friday, 8:00 a.m. to 5:00 p.m.) in advance of the scheduled meeting time. RENTER shall return the key to the City Hall within 24 hours after completion of rental, or if rental takes place on a weekend, RENTER shall return the key on the first business day following rental day. For added convenience, RENTER may place keys in fire extinguisher box located by rear entrance or the drop box outside the back door. If keys are not returned, the expense of new copies will be deducted from the deposit.

4. RENTER agrees to use only the rear entrance of City Hall for access to/from the Community Room. RENTER is responsible for insuring that members of RENTER's meeting group also use the rear entrance so as not to interrupt the custodian or other City personnel. RENTER also agrees to make sure all doors are locked when activity is completed. The rear entrance is the designated handicap entrance.

PARKING IS PROHIBITED BETWEEN CITY HALL AND THE FIRE STATION

5. RENTER agrees to assume all supervisory responsibility for all persons present at facility during rental period.

6. RENTER agrees to clean the facility if necessary and to return the facility in the same condition as it was prior to rental period. RENTER will remove the plastic liners from the waste baskets, secure them by tying the tops, remove them from the building and put them in the trash container located in the west parking lot (just outside the back door and to the right). The custodian or other City personnel, if available, will provide RENTER with cleaning supplies, which will be returned to CITY in same condition. Tables and chairs should be returned to their original setup. Floors and stairs should be swept and mopped.

7. RENTER agrees to reimburse CITY for any and all costs which result from any damage done to the facility during the rental period. The CITY will provide an itemized cost of repairing damage, or the cost to replace CITY property. RENTER agrees to reimburse City for any and all costs which result from returning the facility to the same condition that it was prior to rental. This includes returning table and chairs to their proper places.

8. RENTER agrees that no alcoholic beverages may be served or consumed on premises nor will there be any gambling unless such gambling has been licensed by the Michigan Bureau of Lottery.

9. RENTER agrees that no tape, staples, tacks, or any other fastening devices shall be secured to the walls of the premises.

10. RENTER shall indemnify and hold the CITY harmless from all loss, liability, cost, or damages that may occur or be claimed with respect to any person or property on, in, or about the leased premises, or to the leased premises themselves resulting from any act done or omission by or through RENTER, its agents, employees, invitees, or any person on the premises by reason of RENTER's use or occupancy or resulting from RENTER's non-use, or possession of such property, any and all loss, costs, liability, or expense resulting therefrom; and further agrees at all times to maintain such premises in a safe and careful manner.

11. RENTER may reserve the facility for specific days during a period of six (6) months in advance. Upon ninety (90) days of RENTER's rental period, RENTER may reserve the premises for an additional three (3) month period. At no time may there be more than six (6) months of advance rental.

12. The CITY reserves the right to cancel RENTER'S reservations upon providing the RENTER a written notice mailed to RENTER by ordinary mail seven (7) days prior to the date to be canceled. The CITY may cancel this Agreement immediately if RENTER is in violation of any of the terms of this Agreement.

13. RENTER agrees to report any problems with the facility to City Hall personnel. If mechanical problems occur during rental period, and it is other than normal business hours, RENTER shall contact the Mason Police Department at 676-2458.

14. RENTER agrees that the handicapped chair lift be used only by handicapped persons. If damage occurs due to improper usage, RENTER will be invoiced for the amount of the repair over and above the deposit.

15. RENTER agrees that it shall not exceed any room capacity as posted in the facility. RENTER also agrees not to violate any other Federal, State, or local laws.

IN WITNESS THEREOF the parties have executed this Agreement at Mason City Hall the date and year first above written.

CITY OF MASON

City Representative

RENTER'S SIGNATURE: _____

RENTER'S ADDRESS/ORGANIZATION: _____

PHONE NUMBER (HOME/WORK): _____